



Missouri Office of Administration

Office of Equal Opportunity

Division of Facilities Management, Design and Construction
Division of Purchasing



1st Quarter 2016

THE OEO:
A NEW LEADER,
A NEW ERA!



**PROFESSIONAL
DEVELOPMENT
TRAINING OFFERED
AT THE STATE OF
MISSOURI**

**GET M/WBE CERTIFIED
IN LESS TIME**

**NEW STATE ONLINE APPLICATION
SYSTEM ADVANCES
OEO PROGRAM**

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Office of Equal Opportunity
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Room 630
P.O. Box 809
Jefferson City, MO 65102
www.oeo.mo.gov

**HELP YOUR BUSINESS
GROW!**



OEO QUARTERLY NEWSLETTER

Stay Connected with OEO



ADVANCING THE GOALS AND INITIATIVES OF THE STATE M/WBE PROGRAM



IT'S A NEW DAY
TIME TO MOVE FORWARD



Greetings!

Welcome to the first edition of the Office of Equal Opportunity (OEO) Quarterly Newsletter for 2016! This newsletter was created for you - Missouri's certified minority and woman-owned businesses, state agencies, stakeholders or anyone wanting to do business with the State of Missouri.

With a new program Acting Director at the helm, and armed with the findings of a State Disparity Study and the program recommendations from the State of Missouri Disparity Study Oversight Review Committee, the Office of Equal Opportunity is working hard to advance the goals and initiatives of the OEO program.

Outreach and communications will be a large part of our efforts as we move forward. In order to advance our program, process improvements, better communication, education, and sharing of resources are essential. We also pledge greater oversight, complicate and accountability within state government, which will allow OEO to ably monitor the procurement process, ensuring that M/WBEs have all the tools and resources they need to compete on state government contracts. All of these initiatives are being planned with you in mind, and are designed to help you grow your business.

In this issue you will meet OEO Acting Director Walter Pearson, who has been an advocate for M/WBEs and shares a genuine interest in advancing the OEO program. You will also learn about new software designed to simplify the certification process, program improvements with the Office of Administration, a new executive order signed by Gov. Jay Nixon to promote diversity in state government contracting and more! There are a lot great things occurring within OEO!

As we move forward, we welcome your feedback and suggestions on what you would like to see in this newsletter and within OEO. Please email your suggestions to oeo@oa.mo.gov. We hope you enjoy this issue!



*Wanda Seeney,
Community Outreach
& Marketing Director*



A NEW LEADER, FOR A NEW ERA AT THE OEO

OEO Acting Director Walter Pearson has over 15 years of state government experience. Having led the 1st and 2nd generation State Disparity Studies qualifies him to take the OEO to the next phase of serving the OEO's customer base.

Mr. Pearson earned a Master's Degree in Business Administration with an emphasis in Public Policy and Public Administration from Lincoln University in Jefferson City. He also holds a Bachelor of Science Degree in Business Administration from Park University.



In June 2015, Assistant Commissioner Walter Pearson within the Missouri Office of Administration was named Acting Director for the Office of Equal Opportunity (OEO) in addition to his current responsibilities. Pearson's experience and leadership in administration, government affairs, and public policy, as well as his expertise in M/WBE matters qualified him to lead this program at this time.

As the OEO new Director, Pearson is responsible for overseeing and managing the day-to-day operations of the program as well as the providing administrative oversight for the divisions of Personnel and Purchasing. He also has led many interagency special projects such as state agencies' review of long-term contracts for efficiency, cost savings and effectiveness, the agency's Stimulus Taskforce and the State Affirmative Action Plan.



Walter Pearson, OEO Acting Director

Pearson has over 15 years of experience and leadership in state government affairs having served as the Assistant Director for the Missouri Department of Economic Development (DED) and Director of Business and Urban Affairs with the Department of Natural Resources (DNR).

In addition Pearson's tenure in Missouri state government, he has served on numerous boards and commissions internally and externally.

Pearson and the OEO staff have taken measures to streamline the application and re-certification process to increase efficiency and accountability. The internal reorganization and streamlined processes have allowed OEO staff to work on the creation of an Online Application System.

The implementation of this system will reduce the number of hours it currently takes an applicant to submit the documentation necessary and will also reduce the time that staff members invest in reviewing and tracking information manually.

OEO staff, in collaboration with the Commissioner's Office, is working on updating the Code of State Regulations (CSR's) that governs the program. Under Pearson's leadership, the State Office of Administration (OA) and OEO held for the first time, a Small Business Symposium and Reverse Vendor Fair in St. Louis and Kansas City, respectively.

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A NEW LEADER ... CONT'D

During these events vendors were able to network with the departments of the executive branch, Treasurer's Office and the Secretary of State's Office. Attendees also participated in three workshops: Vendor Boot Camp: A road map through the State of Missouri's Competitive Bid Process; Let's Talk Money: Access to Capital for Small Businesses; and The Human Element in Your Success: Building and Maintaining a High Performing Work Team. A similar outreach event is scheduled for central Missouri during 2016.

There is no doubt that there is a lot happening at OEO. To stay up to date on the most current changes, please visit www.oeo.mo.gov.



What is a MBE or WBE?

A Minority Business Enterprises is a business that is at least 51% owned and controlled by one or more minority persons. A Woman Business Enterprise is a business that is at least 51% owned and controlled by a woman. A racial minority is, for the purposes of the State of Missouri's MBE program, defined as individuals who are Black, American Indian, Hispanic, Asian American and other similar racial minority groups as per Missouri Revised Statutes Chapter 33 Section 33.750. Also included are Alaskan Natives, Pacific Islanders, and Aleuts.



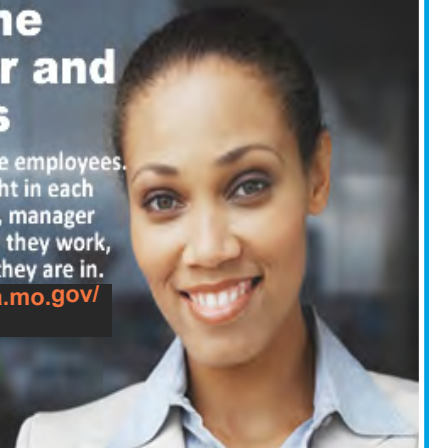
STATE OF MISSOURI
Center FOR
MANAGEMENT AND
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RECEIVE AUTOMATED NOTIFICATION OF BIDS



The State of Missouri is currently implementing MissouriBUYS (<https://missouribuyss.mo.gov>), a new, secure statewide eProcurement system that is powered by WebProcure, through the state's partner, Perfect Commerce.

As an OEO-certified vendor for the state, it is vitally important for you to register as a vendor in MissouriBUYS if you have not done so already. Registering as a vendor will enable you to receive automated notification of bid opportunities, more easily view and respond to business opportunities posted on a consolidated public Bid Board, electronically submit bids or proposals, review award results and postings electronically, and self-maintain your vendor registration. The new system will improve access to business opportunities by vendors and small businesses and will result in greater procurement efficiencies statewide.

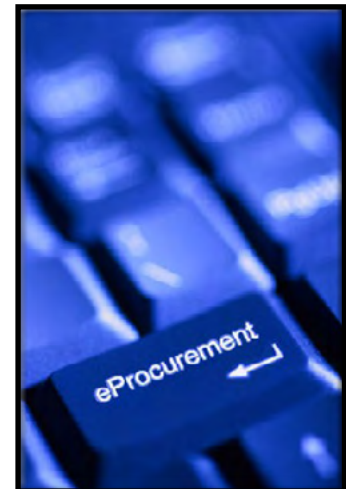
Vendor Registration

Registering in MissouriBUYS is a multi-step process. Information that would be helpful to have on hand before initiating your registration can be found on the Vendor Registration Checklist, and Vendor Registration Instructions and a step-by-step training video can also be found under Training on the MissouriBUYS website.

To register, go to MissouriBUYS and click on 'Register' to enter the 'WebProcure' system, a safe and secure application through the state's partner, Perfect Commerce. You should select at least one UNSPSC commodity code for your business so you can receive notification of bid opportunities. Once the required information is entered and submitted, you will be registered as a vendor for the state in the new eProcurement system. You will receive an email from WebProcure confirming your registration.

Transition of Bid Postings

Following the rollout of vendor registration, the State of Missouri began phasing out the former Online Bidding/Vendor Registration website. On Sept. 8, 2015, the Division of Purchasing began using the Bid Board in MissouriBUYS to post new bids opportunities. All new bid opportunities posted generate automated notifications to vendors registered in MissouriBUYS based on commodity codes entered during a vendor's registration. Additional state agencies will be transitioning their bid postings to MissouriBUYS with a complete transition of all agencies in 2016. As the state transitions agency bid postings into MissouriBUYS, vendors are encouraged to continue monitoring existing agency bid sites to determine whether there are bid postings not yet listed on MissouriBUYS. Updates and announcements will be posted on the MissouriBUYS website. Check back frequently for new information regarding this new and exciting procurement tool for the State of Missouri.



Where To Go for Assistance

For help registering as a vendor and/or navigating the new MissouriBUYS eProcurement system, please contact Perfect Commerce's WebProcure Technical Support at WebProcure. Support@perfect.com or (866) 889-8533. Technical support assistance is available Monday through Friday 7 a.m. to 7 p.m. (Central Time).

NEW STATE APPLICATION SYSTEM REDUCES M/WBE CERTIFICATION TIME

The Office of Administration recently announced a new online application system for minority and women-owned business enterprises that will reduce the amount of time it currently takes to submit the necessary documentation to obtain M/WBE certification. The new system will also reduce the time the Office of Equal Opportunity (OEO) spends reviewing and tracking information. Previously, applications were typically submitted on paper and reviewed manually by state staff.

"This new online application system will allow us to significantly reduce the amount of time it takes an M/WBE to be certified," Office of Administration Commissioner Doug Nelson said. "This will make government more efficient and effective by eliminating manual paper processes, and creating more opportunities for M/WBEs and small business owners all across Missouri."

"Certifying more M/WBEs is one of our absolute said Walter Pearson, "By streamlining the are making it easier for with the state and to have to state contracts, which greater inclusion in state



in the state of Missouri highest priorities," OEO Acting Director. certification process, we M/WBEs to do business more immediate access promotes diversity and government."

Obtaining the State of Missouri M/WBE certification provides greater opportunities for M/WBEs to bid on state contracts. All certified M/WBE vendors appear on the Office of Equal Opportunity's Directory of Certified M/WBE Vendors. Both contractors and state agencies use this site as a resource in soliciting certified minority and/or women participation in ongoing projects.

To become M/WBE certified with the state, a business must meet the following requirements:

- At least 51 percent of the business must be owned by a minority and/or a woman;
- The minority and/or woman owner must be a U.S. citizen or lawfully admitted permanent resident of the U.S.;
- The minority and/or woman owner must hold the highest position in the company and be capable of exercising direct control over the daily, as well as long-term decisions regarding the management, policies and operations of the firm; and
- The business must be organized as a for-profit business.

The Office of Equal Opportunity, a program within Missouri's Office of Administration, exists to: assist women and minorities with developing opportunities to contract with the state; promote a diversified workforce within state government; economically empower traditionally under served communities and; improve the overall fiscal vitality of the State of Missouri.

In an effort to ensure that M/WBE businesses are aware and take advantage of contractual opportunities available within state agencies, OEO sponsors or co-sponsors activities ranging from regional workshops, orientation sessions for newly certified M/WBE vendors and training workshops for state agencies. In addition, OEO is constantly seeking proactive ways to foster the inclusion of M/WBEs in state contracting opportunities, including disseminating procurement information to M/WBE entities through its website, oeo.mo.gov.

Gov. NIXON SIGNS EXECUTIVE ORDER TO PROMOTE DIVERSITY IN STATE GOVERNMENT CONTRACTING

Measures will promote the inclusion of M/WBEs, foster the creation of small businesses



Gov. Jay Nixon

In October 2015, Gov. Jay Nixon signed an executive order to promote diversity, provide greater opportunities for minority and women-owned businesses, and encourage the creation of small businesses.

Executive Order 15-06 incorporates recommendations by the State of Missouri's Disparity Study Oversight Review Committee and outlines a series of steps to ensure the state's contracting process promotes diversity and greater inclusion of Minority and Women Business Enterprises (M/WBEs). The Disparity Study Oversight Review Committee, appointed by Gov. Nixon in 2014, was composed of representatives of civil rights, business, labor, and academic organizations including the NAACP, Associated General Contractors of St. Louis, and the University of Missouri-Columbia.

"Missouri's rich diversity is one of our greatest strengths, and the executive order I signed will help ensure that state government benefits from the skills and ingenuity of minority- and women-owned businesses in every corner of Missouri," Gov. Nixon said. "By giving these businesses the opportunity to compete for government contracts on a level playing-field, this executive order will promote greater diversity in government contracting and job creation in communities across the Show-Me State."

In addition to setting an overall participation goal for minority-owned and women-owned businesses of 10 percent, respectively, Executive Order 15-06 also directs the Office of Administration (OA) to administer an electronic contracting system that will allow Missourians to easily access state contracting information and allow for the collection of data to document progress in achieving the M/WBE percentage goals.

In response to the disparity study's findings that Missouri also lags in the number of minority- and women-owned businesses in the marketplace, the Governor has also directed the OA to, among other measures:

- Actively recruit, certify, and serve as a clearinghouse for M/WBEs to participate in the program;
- Research existing bonding and financing programs for small vendors that enhance access to bonding and working capital in order to reduce barriers to business development and success, and determine the feasibility of developing such a program within the Office of Equal Opportunity (OEO);
- Provide outreach to M/WBEs to educate firms about the program, the state's procurement process, and business elements such as obtaining bonding, lines of credit, or other related services. Outreach efforts shall also serve to foster enhanced working relationships between M/WBEs and prime contractors; and
- Research the feasibility of establishing a Mentor-Protégé Program within OEO, whereby a larger firm provides instruction and training to an emerging firm to increase the protégé's skills, capacities, and business areas.

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Gov. NIXON SIGNS EXECUTIVE ORDER TO PROMOTE DIVERSITY IN STATE GOVERNMENT CONTRACTING

diversity
starts here



"In addition to ensuring robust participation by existing minority and women-owned businesses, we must also do more to encourage new small businesses to compete in this marketplace," Gov. Nixon said. "By fostering the creation of more small businesses – the engines of our economy -- this initiative is a great opportunity to enhance Missouri's overall economic competitiveness and create jobs."

"The disparity study confirmed the need for a robust M/WBE program, showing that women- and minority-owned small businesses continue to face disparities when it comes to state contracts," said Office of Administration Commissioner Doug Nelson. "I thank the Disparity Study Oversight Review Committee for their hard work to analyze the disparity study and recommend ways to reduce these disparities and support small businesses throughout the state."

Gov. Nixon is dedicated to promoting an equal opportunity workforce in Missouri. In 2010, the Governor signed Executive Order 10-24 to promote a more inclusive and diverse state workforce and identify and eradicate discriminatory employment practices. To carry out the Governor's order, the OEO has worked aggressively to enhance the state's efforts to provide equal employment opportunity and improve workforce diversity.

Gov. Nixon requested funding to support a disparity study in fiscal years 2011, 2012 and 2013. For fiscal year 2014, the General Assembly adopted the Governor's recommendation and appropriated funding to support a disparity study, completed in October of 2014. Executive Order 14-07 established the Missouri Disparity Study Oversight Review Committee. The State of Missouri last commissioned a disparity study in 1994, which was completed in 1996.

The study found that "extensive evidence that discrimination on the basis of race and gender continues to operate in Missouri's markets and that disparities exist between the availability of M/WBEs and their utilization on state contracts and associated subcontracts, as well as throughout the wider Missouri economy."

The executive order implements one of the key recommendations of the Ferguson Commission, which called for the establishment of a statewide program for Minority/Women's Business Enterprises (M/WBEs) with outcomes measures that incorporate capacity building, mentoring, and education with respect to the state and local procurement system."

For more information on the 2014 Disparity Study and Oversight Review Committee recommendations, please visit oa.mo.gov/disparity-study-information. To read Executive Order 15-06 in full, please visit <http://governor.mo.gov/news/executive-orders/executive-order-15-06>.

MISSOURI BUSINESS LINKS AND RESOURCES



As you consider starting or growing your business, you want to be sure you've got all of the information available to make your best decisions. The Office of Equal Opportunity (OEO) offers business resources and assistances to individuals seeking information on loans and other types of funding offered by the State of Missouri.

STATE RESOURCES

- **M/WBE Information:**
<http://oeo.mo.gov/>
- **Current State of Missouri Bid Opportunities:**
<https://www.moolb.mo.gov/Glue/default.asp>
- **Online Bidding and Vendor Registration:**
<https://www.moolb.mo.gov/Glue/default.asp>
- **Disparity Study Information:**
<http://oa.mo.gov/disparity-study-information>
- **Bidding and Contracts:**
<http://oa.mo.gov/purchasing/bidding-contracts>
- **State of Missouri Vendor Services Portal:**
<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>
- **Missouri Women's Council:**
<https://www.womenscouncil.org/>

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MISSOURI BUSINESS LINKS AND RESOURCES

Useful links



Financial Resources

- State Small Business Credit Initiative
- Missouri Housing Development Commission (MHDC)
- MOSourceLink

Technical Assistance

- The Missouri Procurement Technical Assistance Centers (MO PTAC)
- Missouri Economic Research and Information Center
- The University of Missouri Extension

Professional Development

- Center for Management and Professional Development

Other Resources

- Workplace Safety/Health Consultation
- Import
- Export
- E-Commerce
- Employee Concerns
- Environmental Compliance

Veterans in Business

- BIG Missouri Linked Deposit Program for Veterans
- Veteran Owned Businesses
- Center for Veterans Enterprise
- Office of Veterans Business Development
- Patriot Express loans
- Small Business Development Centers